

VRP WORK PLAN CHECKLIST

The purpose of this checklist is to expedite the review of work plans submitted by the applicant. The checklist has been taken from items listed in the VRP statutes under A.R.S. § 49-175 (work plans).¹ The entire VRP statutes can be found at the Web site location <http://www.azleg.state.az.us/legtext/44leg/2r/bills/s451-500.htm#sb1454>. Please specify in the box opposite each requirement (if applicable), the required information by indicating the page number and title of the document where the information is included.

Applicant Name: _____

Property Name: _____

Item	REQUIRED INFORMATION FOR ALL APPLICANTS	Document Name and Page Number
1.	Summary of existing information on site characterization, including references to known site characterization and assessment information regarding any remediation previously conducted at the site or portion of a site. Provide copies of referenced reports.	
2.	If the site or portion of a site addressed in the application has <u>not been characterized</u> , a plan to conduct site characterization and a schedule for completion. The applicant must provide a schedule for the submission of a work plan for remediation following approval of site characterization.	
3.	<u>After site characterization</u> , a plan for remediation which will indicate the remediation levels or controls, in conformance with A.R.S. § 49-175(B) that will apply to the site.	
4.	A description of how the remediation will comply with the remediation levels or controls proposed and how the completion of remediation will be verified. The applicant and the VRP may agree on interim performance goals, which will be guidelines used to determine the ongoing effectiveness of the remediation toward reaching the final remediation levels.	
5.	If the work plan provides for the remediation to be conducted in phases or tasks, as agreed to by the applicant, provide a proposed schedule for the VRP to review and approve a completed phase or task, before initiation of the next phase or task.	
6.	A schedule for submission of progress reports to the VRP. The progress reports must be sufficient to allow the VRP to determine the effectiveness of the characterization if it has not been completed, followed by the remediation.	
7.	A proposal for community involvement as prescribed in A.R.S. § 49-176.	
8.	If known, a list of institutional or engineering controls necessary during remediation and after completion of the proposed remediation to control exposure to contaminants.	
9.	A proposal for monitoring of a site or portion of a site during the remediation and after the remediation, if necessary, to verify whether the approved remediation levels or controls have been attained and will be maintained.	
10.	A list of any permits or legal requirements known by the applicant to apply to the work to be performed or already performed by the applicant.	
11.	If requested by the VRP, information regarding the financial capability of the applicant to conduct the work in the application.	

¹ The VRP may waive any work plan requirement in this checklist that it determines to be unnecessary when making an approval determination of a proposed work plan (A.R.S. § 49-177).